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14 February 1963

MEMORANDUM FOR: Assistant Director for Acquisition/DIA

SUBJECT : DIA Information Report Format

1. This office notes with pleasure the receipt of information reports on the new DIA format as evidence of an increasing attitude of community cooperation. The meaningful number assigned to these reports will result in economies in our reference activities, and the information included on the first page of each report is an aid in streamlining processing procedures.

2. We have also noted a considerable improvement in the quality of reproduction of the information reports, especially those of the Army. The large number of poorly reproduced copies of information reports received by this Agency for processing into our document retrieval system has always been a major problem and we hope the quality of the copy reproductions will continue to improve.

3. [] discussed the new format and numbering system with my people when the DIA Directive was being prepared and I want you to know we appreciate his understanding of our problems and his cooperation.

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Paul A. Borel
Assistant Director

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